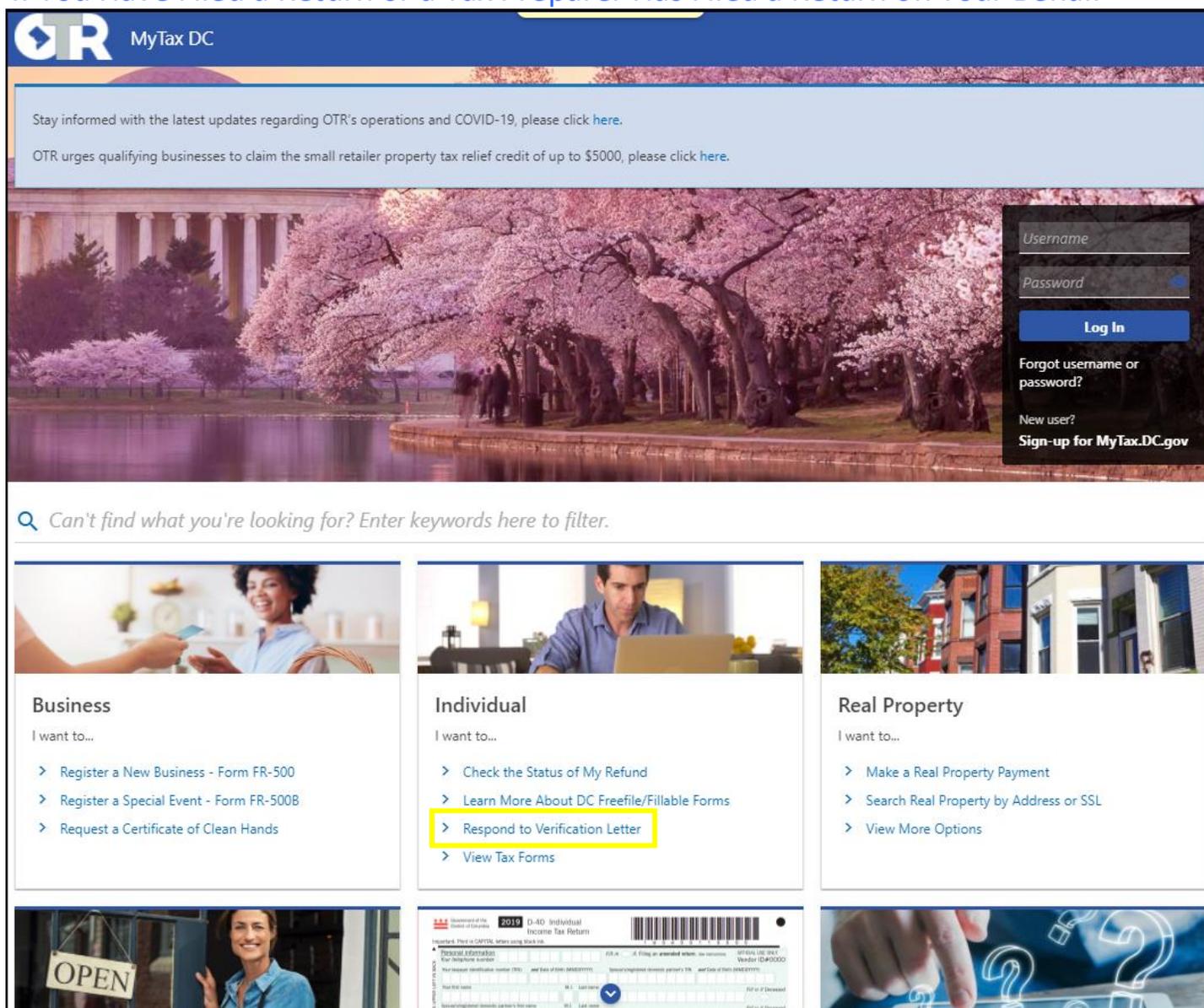


MyTax.DC.gov User Guide: How to Submit Verification Documents

To help combat identity theft and tax fraud, the Office of Tax and Revenue (OTR) requires additional verification for selected tax returns. Learn how to respond to your Notice requesting additional documentation via MyTax.DC.gov by following this step-by-step guide.

Note: If You Have Not Filed a Return or a Tax Preparer Has Not Filed a Return on Your Behalf please see [page 7](#) for further instructions.

If You Have Filed a Return or a Tax Preparer Has Filed a Return on Your Behalf



OTR MyTax DC

Stay informed with the latest updates regarding OTR's operations and COVID-19, please [click here](#).

OTR urges qualifying businesses to claim the small retailer property tax relief credit of up to \$5000, please [click here](#).

Username

Password

Log In

[Forgot username or password?](#)

[New user?](#)

[Sign-up for MyTax.DC.gov](#)

Can't find what you're looking for? Enter keywords here to filter.

Business

I want to...

- > Register a New Business - Form FR-500
- > Register a Special Event - Form FR-500B
- > Request a Certificate of Clean Hands

Individual

I want to...

- > Check the Status of My Refund
- > Learn More About DC Freefile/Fillable Forms
- > **Respond to Verification Letter**
- > View Tax Forms

Real Property

I want to...

- > Make a Real Property Payment
- > Search Real Property by Address or SSL
- > View More Options

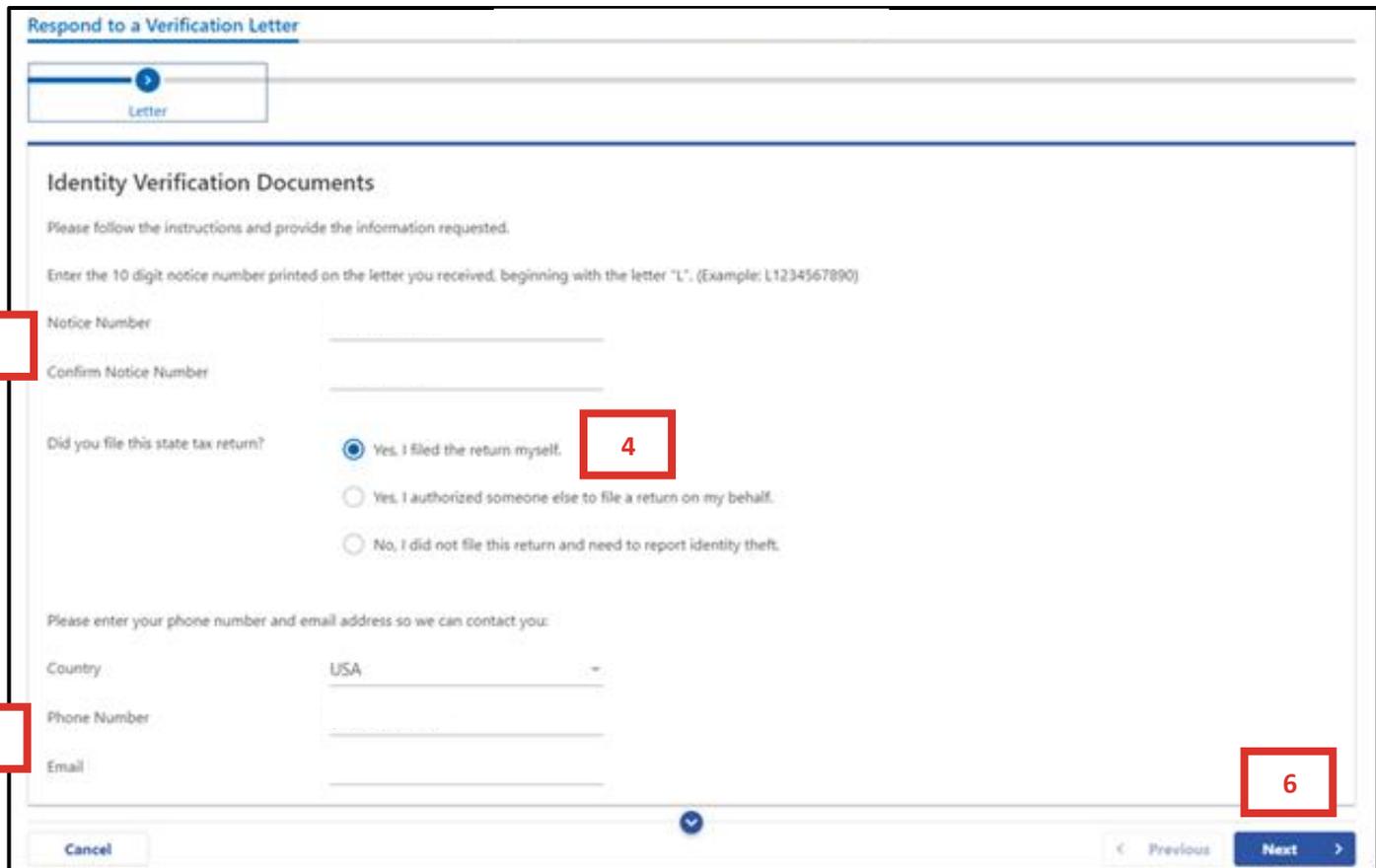






1. From the MyTax.DC.gov homepage, under **INDIVIDUAL**, click the **Respond to Verification Letter** hyperlink.
2. On the Respond to Verification Letter landing page, click the **Submit Verification Documents** hyperlink to submit your response.

The screenshot displays the MyTax.DC.gov interface with three document thumbnails. The first thumbnail, titled 'Verify Your PIN', includes a callout box that says 'Your Verification PIN:'. The second thumbnail, titled 'Take an Identity Quiz', includes a callout box that says 'Pass an Identity Verification Quiz'. The third thumbnail, titled 'Submit Verification Documents', includes a callout box that says 'Upload the documents listed above on OTR's secure Taxpayer Access Portal.' A red box with the number '2' is positioned above the second and third thumbnails, and a yellow box highlights the 'Submit Verification Documents' button on the third thumbnail.



The screenshot shows a web form titled "Respond to a Verification Letter". At the top, there is a progress indicator with a blue circle containing the number 3 and the word "Letter" below it. The main section is titled "Identity Verification Documents" and contains the following elements:

- A heading "Identity Verification Documents" followed by the instruction: "Please follow the instructions and provide the information requested."
- A text prompt: "Enter the 10 digit notice number printed on the letter you received, beginning with the letter 'L'. (Example: L1234567890)"
- Two input fields: "Notice Number" and "Confirm Notice Number". A red box with the number 3 is positioned to the left of these fields.
- A question: "Did you file this state tax return?" with three radio button options:
 - Yes, I filed the return myself. (A red box with the number 4 is positioned to the right of this option.)
 - Yes, I authorized someone else to file a return on my behalf.
 - No, I did not file this return and need to report identity theft.
- A text prompt: "Please enter your phone number and email address so we can contact you:"
- Three input fields: "Country" (with a dropdown menu showing "USA"), "Phone Number", and "Email". A red box with the number 5 is positioned to the left of these fields.
- At the bottom right, there is a blue "Next" button with a right-pointing arrow. A red box with the number 6 is positioned to the right of this button.
- At the bottom left, there is a "Cancel" button.
- At the bottom center, there is a blue downward-pointing arrow.
- At the bottom right, there is a "Previous" button with a left-pointing arrow.

3. Enter and re-enter your **Notice Number**.
4. Select **Yes** if you filed the return yourself or select **Yes** if you authorized someone else to file your tax return on your behalf.
5. Please enter your **Phone Number** and **E-mail Address** in the required fields.
6. Click **Next**.

MyTax DC

< Home

Respond to a Verification Letter

[Respond to a Verification Letter](#)

Letter Residency **Attachments**

7 Attachments [Add Attachment](#)

Type	Name	Description	Size
There are no attachments.			

Our records indicate you requested a refund on your District of Columbia individual income tax return. We require additional verification before processing the return.

Note: You don't need a scanner to make a copy; use your smartphone to take and upload a clear and legible picture instead! Please DO NOT send a copy of your tax return.

Verify Your Identity

One of the following:

- Driver License
- Military ID
- State ID
- Passport

Verify Your Income

Any of the following:

- Form(s) W-2 (Wage Statement), and
- Form(s) 1099

One of the following:

- Your last pay stub received in the 2019 tax period
- Any bank statement(s) from the 2019 tax period related to direct deposits from your payer and/or employer

Verify Your Residency

One of the following:

- Property Deed
- Mortgage Statement
- DC Property Tax Bill
- Rental Agreement signed by landlord and renter
- Utility Bill (gas, electric, cable, etc.)
- Letter with picture from Court Services or DC Department of Corrections certifying name and DC residency
- Insurance Policy (vehicle, homeowners, renters, health, life, etc.)
- DC Vehicle Registration

[Cancel](#) [Previous](#)

7. On the **Attachments** page, you will be provided with a list of documents that you are required to provide in order to substantiate the information reported on your individual income tax return.
8. Once you have gathered all the required documents and are ready to proceed, click **Add Attachment**.

MyTax DC

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Respond to a Verification Letter

Respond to a Verification Letter

Letter Residency **Attachments**

Attachments Add Attachment

Type	Name	Description	Size
Driver's License	district-columbia-drivers-license.jpg	dl	162 Remove

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Verify Your Identity

One of the following:

- Driver License
- Military ID
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- Passport

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Any of the following:

- Form(s) W-2 Wage Statement, and
- Form(s) 1099

One of the following:

- Your last pay stub received in the 2019 tax period
- Any bank statement(s) from the 2019 tax period related to direct deposits from your payer and/or employer

Verify Your Residency

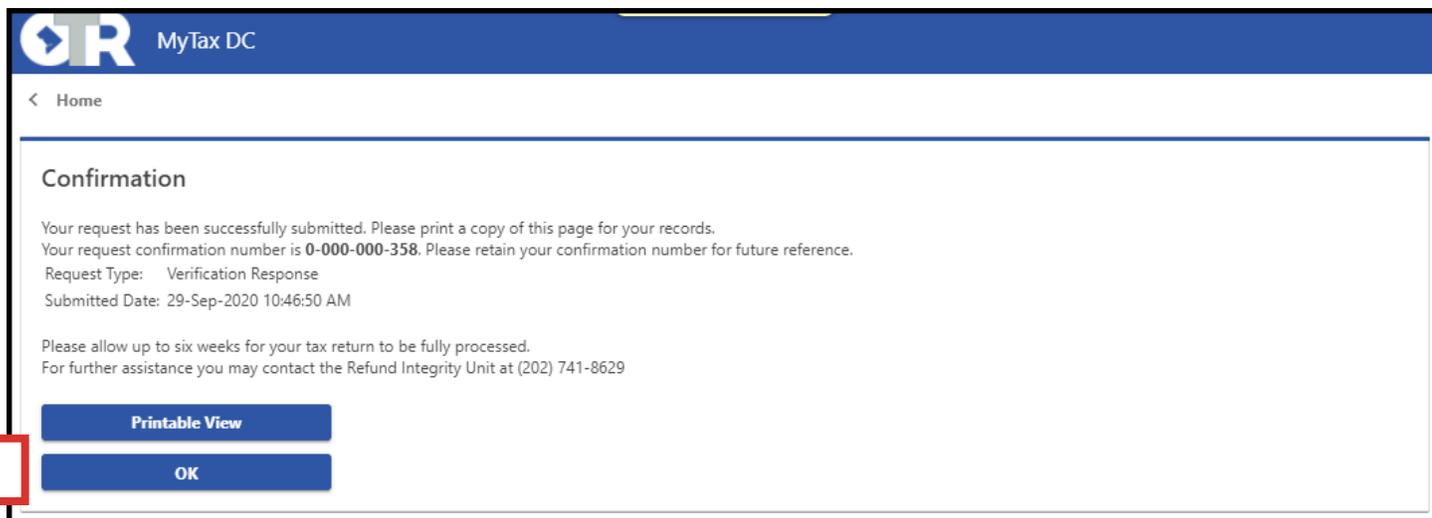
One of the following:

- Property Deed
- Mortgage Statement
- DC Property Tax Bill
- Rental Agreement signed by landlord and renter
- Utility Bill (gas, electric cable, etc.)
- Letter with picture from Court Services or DC Department of Corrections certifying name and DC residency
- Insurance Policy (vehicle, homeowners, renters, health, life, etc.)
- DC Vehicle Registration

9

Cancel < Previous **Submit**

9. When you have successfully attached all your required documentation, click **Submit**.



The screenshot shows the MyTax DC interface. At the top left is the MyTax DC logo. Below it is a navigation bar with a back arrow and the text 'Home'. The main content area is titled 'Confirmation'. The text reads: 'Your request has been successfully submitted. Please print a copy of this page for your records. Your request confirmation number is 0-000-000-358. Please retain your confirmation number for future reference. Request Type: Verification Response Submitted Date: 29-Sep-2020 10:46:50 AM'. Below this, it says: 'Please allow up to six weeks for your tax return to be fully processed. For further assistance you may contact the Refund Integrity Unit at (202) 741-8629'. At the bottom of the page are two blue buttons: 'Printable View' and 'OK'. A red box with the number '10' is positioned to the left of the 'Printable View' button.

10. A **Confirmation** will appear confirming that you have successfully completed the PIN verification process. To obtain a printed copy of this page, click **Printable View**. Otherwise, click **OK**.

If You Have Not Filed a Return or a Tax Preparer Has Not Filed a Return on Your Behalf

OTR MyTax DC

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OTR urges qualifying businesses to claim the small retailer property tax relief credit of up to \$5000, please [click here](#).

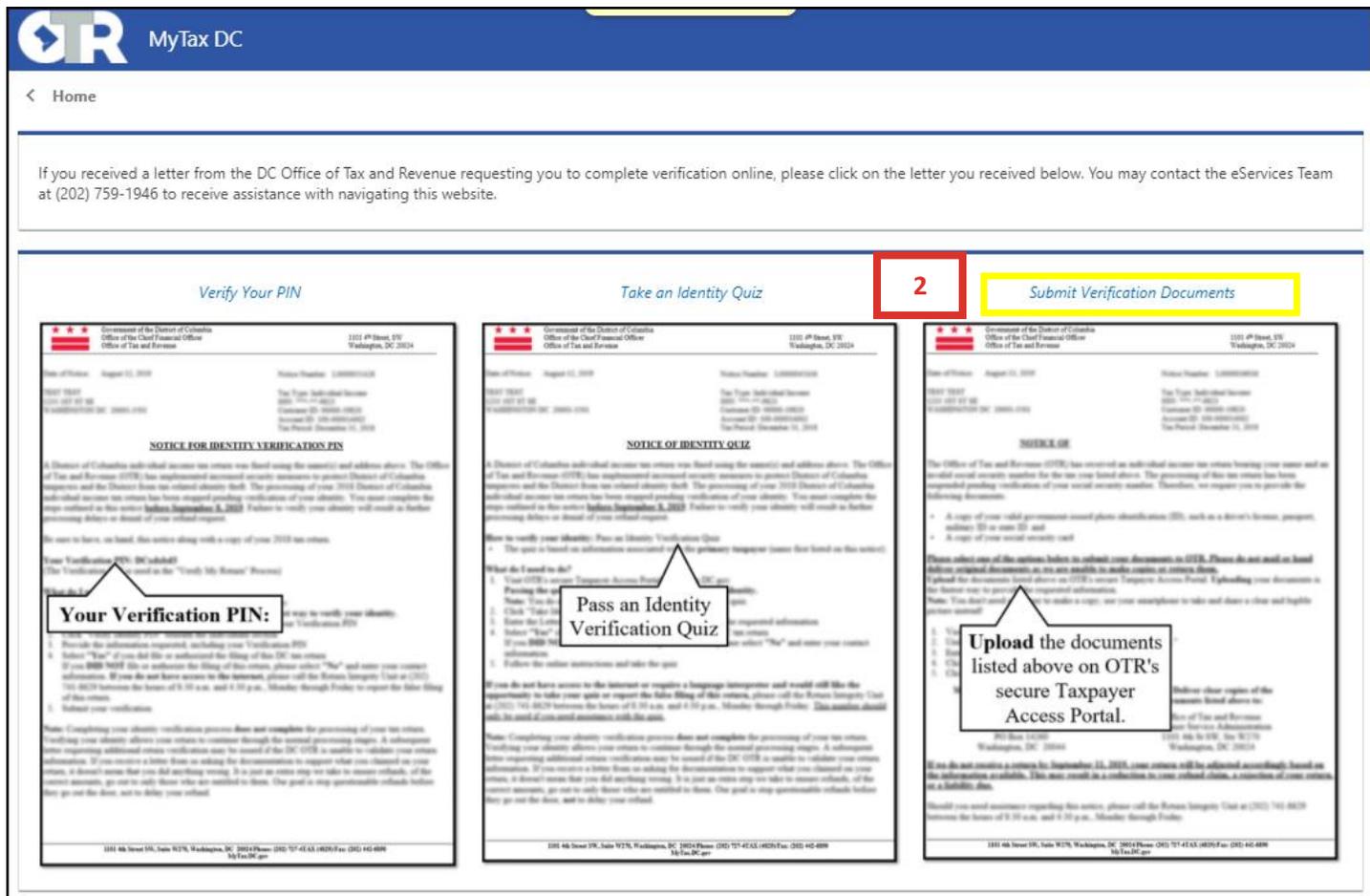
Username
Password
Log In
Forgot username or password?
New user?
Sign-up for MyTax.DC.gov

Can't find what you're looking for? Enter keywords here to filter.

- Business**
I want to...
 - > Register a New Business - Form FR-500
 - > Register a Special Event - Form FR-500B
 - > Request a Certificate of Clean Hands
- Individual**
I want to...
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 - > View Tax Forms
- Real Property**
I want to...
 - > Make a Real Property Payment
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 - > View More Options

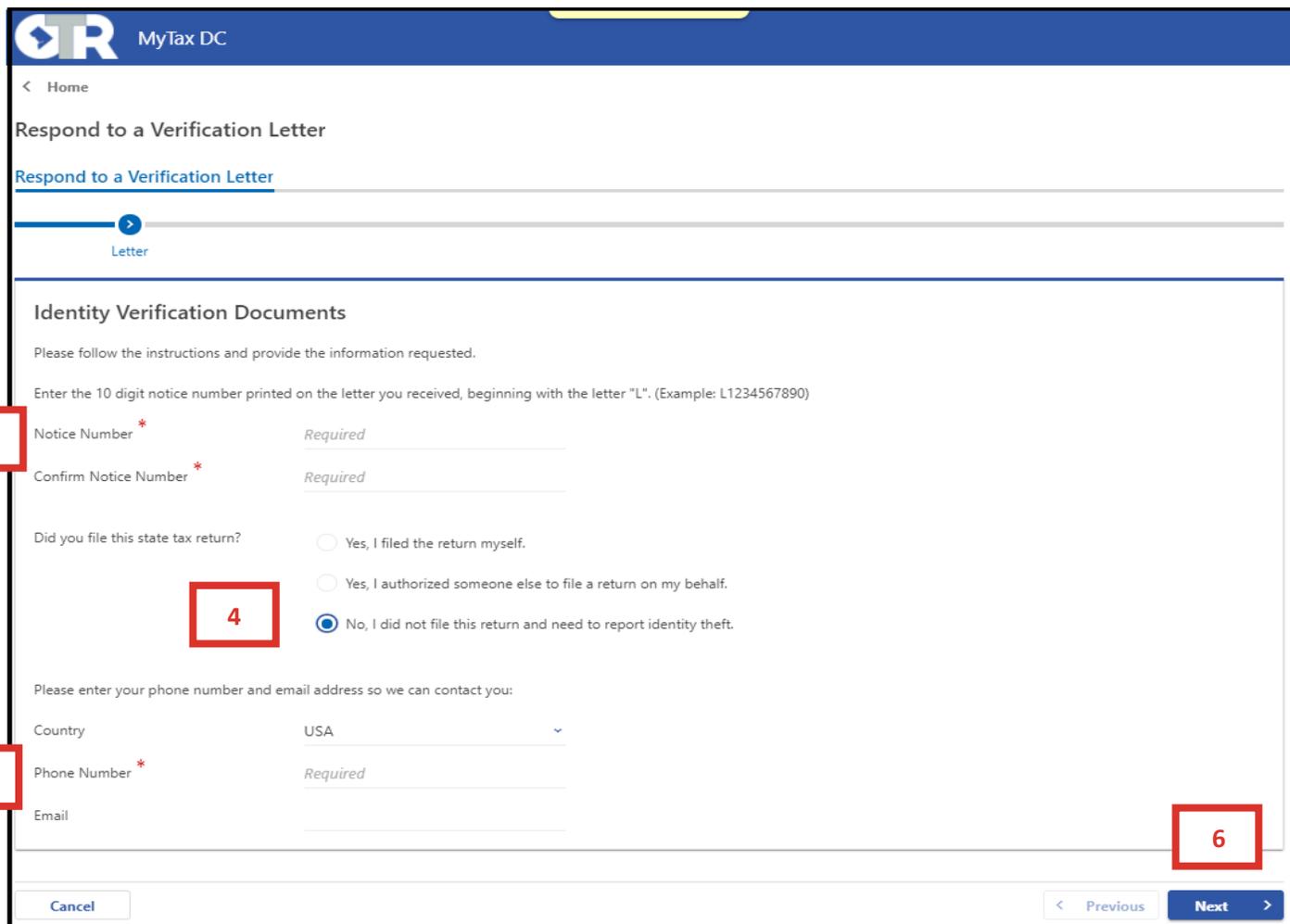
2019 D-40 Individual Income Tax Return

1. From the [MyTax.DC.gov](https://mytax.dc.gov) homepage, under **INDIVIDUAL**, click the **Respond to Verification Letter** hyperlink.
2. On the Respond to Verification Letter landing page, click the **Submit Verification Documents** hyperlink to submit your response.



The screenshot displays the MyTax.DC.gov interface with three document thumbnails. The second thumbnail, 'Take an Identity Quiz', is highlighted with a red box containing the number '2'. A yellow box highlights the 'Submit Verification Documents' button. Three callout boxes provide instructions:

- Your Verification PIN:** A box pointing to the 'Verify Your PIN' document.
- Pass an Identity Verification Quiz:** A box pointing to the 'Take an Identity Quiz' document.
- Upload the documents listed above on OTR's secure Taxpayer Access Portal:** A box pointing to the 'Submit Verification Documents' button.



MyTax DC

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Respond to a Verification Letter

Respond to a Verification Letter

Letter

Identity Verification Documents

Please follow the instructions and provide the information requested.

Enter the 10 digit notice number printed on the letter you received, beginning with the letter "L". (Example: L1234567890)

3 Notice Number * *Required*

Confirm Notice Number * *Required*

Did you file this state tax return?

Yes, I filed the return myself.

Yes, I authorized someone else to file a return on my behalf.

4 No, I did not file this return and need to report identity theft.

Please enter your phone number and email address so we can contact you:

Country USA

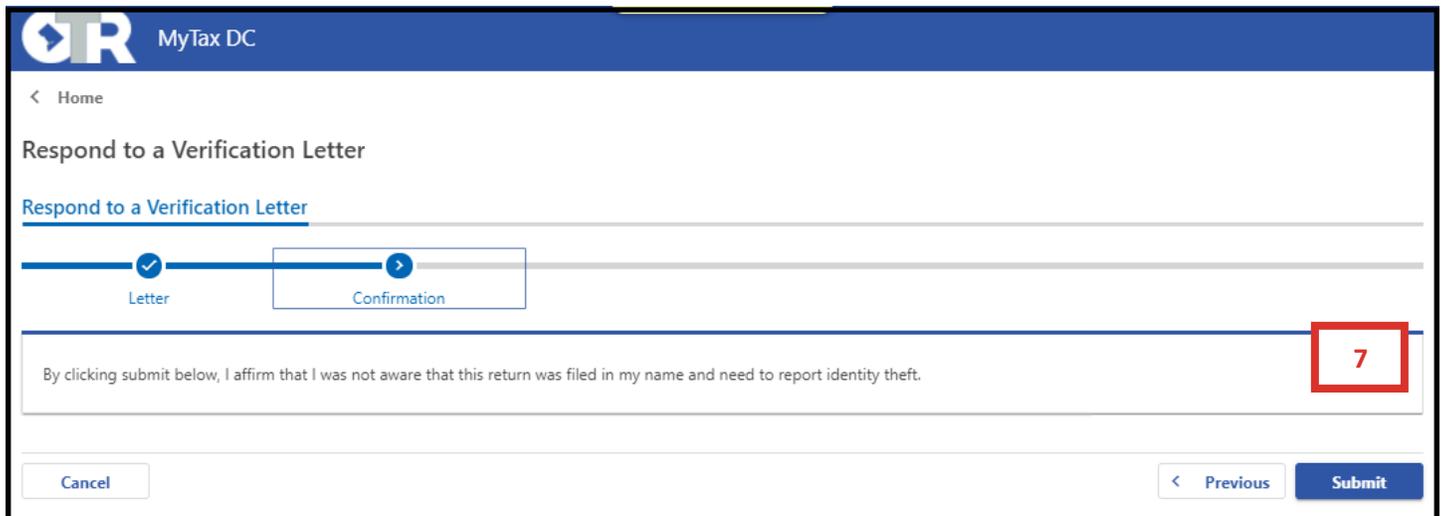
5 Phone Number * *Required*

Email

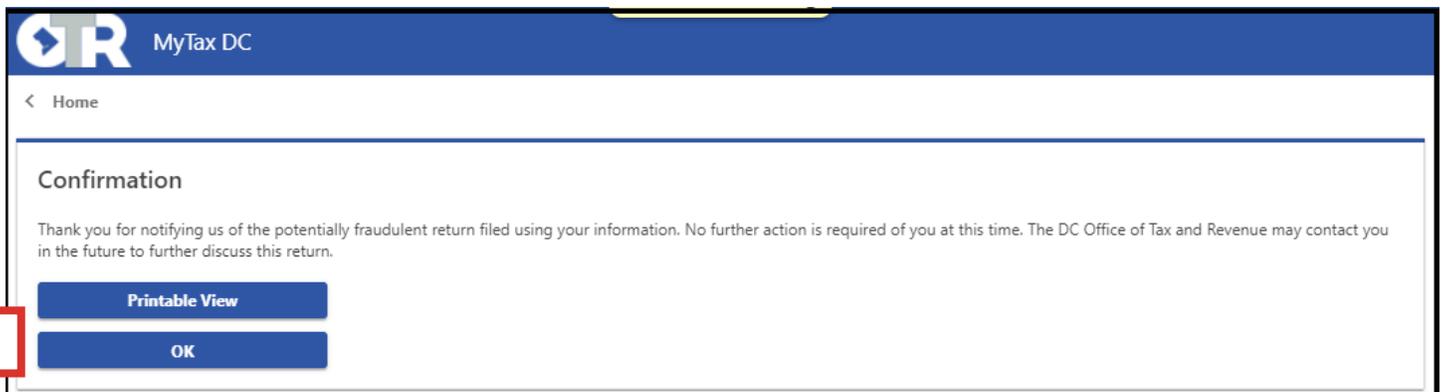
6

Cancel Previous Next

3. Enter and re-enter your **Notice Number**.
4. Select **No** if you did not file the return and need to report identity theft.
5. Enter your **Phone Number** and **Email** in the required fields.
6. Click **Next**.



7. A **Confirmation** page will appear confirming that you were not aware that this return was filed in your name and you would like to report identity theft. To submit this information to the Office of Tax and Revenue, click **Submit**.



8. A second **Confirmation** page will appear confirming that the Office of Tax and Revenue will be notified of this fraudulent activity. To obtain a printed copy of this page, click **Printable View**. Otherwise, click **OK**.

Please note: If you did not file the return, the return will be rejected, and it will not be processed. This will not affect you from filing your correct tax return.